



New Hampshire VW Environmental Mitigation Trust
Propane/CNG School Bus Replacement Program
Request for Proposals
May 28, 2019

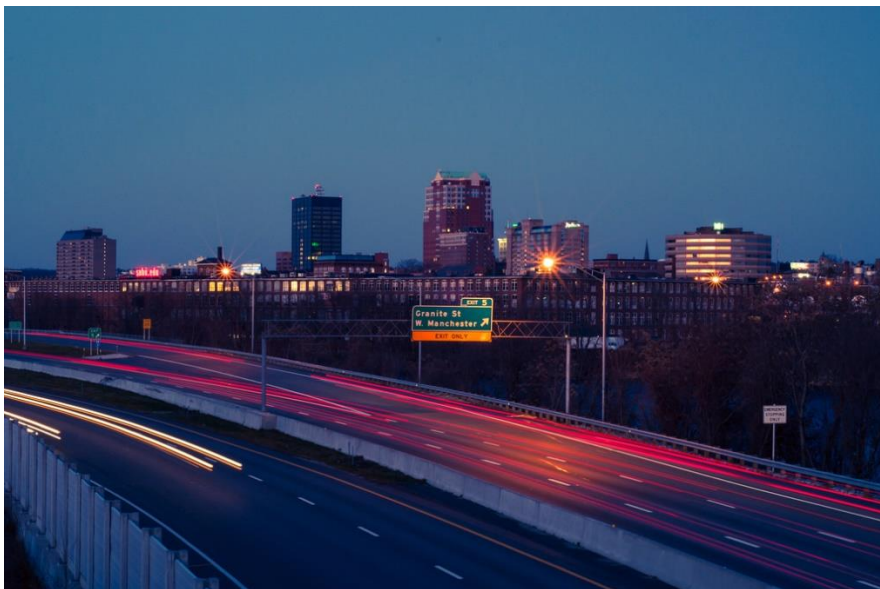


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Section 1. Request for Proposals – Information and Instructions

1.1 Title and Purpose

Title: New Hampshire VW Environmental Mitigation Trust – Propane/CNG School Bus Replacement Program

Purpose: New Hampshire Office of Strategic Initiatives (OSI) and New Hampshire Department of Environmental Services (NHDES) request proposals for the replacement of diesel school buses with propane or compressed natural gas (CNG) school buses.

1.2 Available Funding

Approximately \$750,000 is available for this solicitation to fund one or more projects involving the replacement of older diesel school buses with propane or CNG school buses.

This program is a reimbursement program only. Selected applicants may request reimbursement for eligible project expenses as agreed to in their approved contract upon successful completion of all contract requirements.

1.3 Designated Contact Person

Any questions related to this Request for Proposals (RFP) must be submitted in writing to:

Tim White, Supervisor
Mobile Source Section
New Hampshire Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

Or by email:

Timothy.White@des.nh.gov

1.4 Program Schedule

Event	Date/Deadline	Time
RFP Issued	May 28, 2019	
Informational Session	June 7, 2019	1:00 PM
Question Period Closes	June 14, 2019	4:00 PM
Responses to Questions Posted	June 21, 2019	4:00 PM
Proposals Due	July 12, 2019	4:00 PM
Project Start upon G & C Approval		
Project Completion	December 31, 2020	

OSI reserves the right to modify this schedule at its discretion. Any changes or additional information regarding the RFP schedule, including responses to questions, will be posted on the VW page of the OSI website: <https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm>

1.5 Informational Session

An information session will be held via webinar at the date and time specified in Section 1.4. Interested parties should register for the webinar at <https://attendee.gotowebinar.com/register/934406062330775809>

1.6 Questions

Questions regarding this RFP must be submitted by email to the Designated Contact Person in Section 1.3 prior to the close of the question period specified in Section 1.4. All questions and responses will be posted on the OSI website at <https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm>.

1.7 Proposal Submittal Deadline

Proposals must be received by the date and time specified in Section 1.4. Proposals received after the deadline will not be considered. No changes or additions to a proposal will be accepted after the specified due date and time. The proposal evaluators may contact applicants for clarification of information submitted if deemed necessary.

1.8 Cost of Proposal Preparation

Costs incurred in the preparation of any proposal in response to this RFP are the sole responsibility of the applicant.

1.9 Contract Award

All respondents to this RFP will be notified of the contract award decision by email prior to the anticipated award date in Section 1.4. OSI reserves the right to negotiate the final terms and conditions of the contract award. Recipients must fund the project and then request reimbursement. No project costs may be incurred prior to approval of the contract by the Governor and Executive Council.

1.10 Related Requests for Proposals

OSI anticipates issuing additional requests for projects related to the New Hampshire VW Environmental Mitigation Trust. These opportunities will be posted at <https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm>.

1.11 Eligible Applicants

Eligible project applicants include New Hampshire municipalities, public and nonpublic schools and school districts and contractors operating school buses under contract with such entities for the purpose of transporting K-12 students in New Hampshire.

1.12 Eligible Projects

Eligible projects include the replacement of existing diesel Class 4 - 8 (Type A, B, C or D) diesel school buses that are model year 2009 or older with a propane or CNG school bus of the same class. Buses being replaced must currently be in use for the transportation of school students by eligible applicants specified in Section 1.11. Grantees must permanently disable a qualifying school bus for every new school bus acquired through this funding opportunity.

1.13 Eligible Project Costs

Eligible project costs include:

- The cost of the replacement bus including all accessories that are legally necessary for the operation of that vehicle as a school bus or, by approval in the contract agreement, that were on the bus being replaced and for which the case can be made that they are necessary equipment.

The following project costs are not eligible:

- Project management, engineering and personnel costs.
- The cost of ancillary equipment not included on the vehicle being replaced or not necessary for the lawful operation of the school bus.
- Salary and benefits, including for project management and engineering that are a part of the project.
- Special signage or logos on the bus.
- Investment in fueling infrastructure.
- Vehicle registration fees.
- Scrappage fees.

1.14 Match Requirement

Grantees must provide a minimum twenty-five (25) percent match for these projects. Eligible match includes:

- Cash expenditures toward the cost of the replacement bus.
- Cash expenditures on any onsite fueling infrastructure that is to be owned by the project applicant and used exclusively for the refueling of the buses acquired under this proposal or future bus acquisitions by the applicant for a period of no less than five (5) years.

Section 2. Background Information

There are approximately 850 Class 4 or larger (greater than 14,000 lbs.) school buses in New Hampshire, of which about 90 percent are diesel powered. Exposure to diesel exhaust can exacerbate respiratory conditions such as asthma and bronchitis and can cause lung damage and even premature death. Children are especially susceptible to the negative impacts of diesel exhaust because their respiratory systems are not fully developed and they breathe faster than adults. Replacing older diesel school buses with school buses using cleaner alternative fuels such as propane or CNG will reduce emissions of nitrogen oxide (NOx) and diesel particulate matter (PM) and greenhouse gas emissions including carbon dioxide (CO₂).

This Program advances the goal of New Hampshire's VW Mitigation Plan to "alleviate excess nitrogen oxide emissions caused by the VW violations through implementation of cost-effective projects in all regions of the state." This request for proposals also addresses additional goals of the Mitigation Plan to: 1) maximize air quality benefits beyond just nitrogen oxide reductions; 2) replace publically-owned vehicles and save taxpayers money through lower operating and maintenance costs; and 3) support the use of zero emission and near-zero emission vehicles throughout the state.

Section 3. General Conditions

In addition to the specific scope of work that will be executed by contract between OSI and the selected applicant(s), all applicants must agree to the following if selected for funding:

- The applicant must provide timely responses to OSI or their designee in order to enable development and approval of a contractual agreement in a timely manner.
- The replacement school bus must be of the same vehicle class as the original school bus, operate in the same manner over similar routes as the replaced school bus.
- The project proposal must clearly demonstrate the availability of fueling infrastructure (either propane or CNG).
- Recipients must provide OSI or their designee with the following information on the school bus to be replaced immediately upon notification of funding approval:
 - Annual miles driven
 - Annual fuel use and fuel type
 - Annual idling hours
 - Vehicle Identification Number (VIN)
 - Engine Model Year
 - Gross Vehicle Weight Rating (GVWR)
 - Vehicle Class
 - Engine Manufacturer
 - Engine Serial Number
 - Description of routes or typical use
- The replaced school bus shall be taken out of service no later than 15 days following the placement into service of the replacement school bus.
- The replaced school bus will be scrapped within 90 days from the date the replacement school buses are put in to service.
- Recipients shall use the replacement school bus in normal service for a period of no less than five (5) years. In the event that Recipients sell or surplus replacement school bus within five years of the effective date of the contract, recipients shall be required to reimburse the State of New Hampshire as specified in the contract.

- Recipients must register the replacement school bus in accordance with New Hampshire law; maintain the replacement school bus in accordance with manufacturer recommendations; not make modifications of the emission controls system on the replacement school bus or engines; and, make the school bus and related documents (including maintenance records) available for follow-up inspection for five years from date of grant approval, if requested by OSI or their designee.
- Recipients must scrap the school bus being replaced or render it permanently disabled by creating a minimum 3" diameter hole in the engine block and cutting the chassis rail in half. Representatives of NHDES or OSI shall be allowed the opportunity to witness the destruction of the school bus engine and chassis with a two week (minimum) advance notice of the event.
- Recipients must submit Project Status Reports as specified in the contract agreement that will include, but not necessarily be limited to the amount of fuel used during the reporting period; the number of miles the vehicle was used in the reporting period; and the estimated amount of idling experienced in the reporting period.

Section 4. Proposal Requirements

Proposals must follow the format and provide the information requested in Appendix A of this Request for Proposals.

Proposals must be delivered to the attention of the designated Contact Person specified in Section 1.3 of this RFP by the date and time specified in Section 1.4.

Failure to provide all required information by the date and time specified will result in the disqualification of the proposal.

Section 5. Proposal Evaluation and Award

Applications will be evaluated based on:

- Emissions reductions (NO_x, PM and CO₂) calculated by NHDES based on total fuel use and mileage.
- The cost effectiveness of the project in dollars per ton of pollutant reduced.
- The applicant's proposed plan to showcase the alternative fuel bus to demonstrate its ability to meet the needs of the school and reduce emissions.
- The extent to which the project specifically reduces the exposure of students to emissions.
- The extent to which this award will benefit a community or communities that are economically disadvantaged.
- The extent to which this award will benefit a community or communities that are disproportionately impacted by air pollution.

- How the school district(s) is complying with RSA 200:48¹ relative to the development and implementation of a plan to reduce exposure of students to harmful air pollution.

Section 6. Rights Reserved

OSI reserves the right to cancel or extend the RFP process at any time. OSI also reserves the right to reject any and all submissions in response to this RFP and to waive formalities if doing so is in the best interests of the New Hampshire Environmental Mitigation Trust agreement. Invoices submitted for reimbursement under the resulting contract shall be sufficiently specific to allow OSI to evaluate charges billed for eligibility and consistency with this request and subsequent contract.

¹ **RSA 200:48 Air Quality in Schools.** – The school board of each school district shall develop and implement a policy governing air quality in schools. The policy shall address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, maintenance vehicles, and other motorized vehicles used for transportation on school property taking into account the state anti-idling and clean air zone policies established by the department of environmental services.

APPENDIX A – PROJECT PROPOSAL FORM

All project applications shall provide the information required in this section. A copy of this application form is available at the following site <https://www.nh.gov/osi/energy/programs/vw-trust-funding.htm>. Applicants may either utilize that application form or create their own form that contains the same required information in the same order. Any questions regarding technical information to be included in the application should be submitted in writing to:

Tim White, Supervisor
Mobile Source Section
New Hampshire Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Timothy.White@des.nh.gov



New Hampshire VW Environmental Mitigation Trust Propane/CNG School Bus Replacement Program PROJECT PROPOSAL FORM

New Hampshire Office of Strategic Initiatives (OSI) and New Hampshire Department of Environmental Services (NHDES) requests proposals for the replacement of diesel school buses with propane or compressed natural gas (CNG) school buses. The following information is required for consideration. Incomplete submissions will be disqualified.

Project Applicant (name of entity):		
Contact Name:		Phone:
Address:		
Town:	State/ZIP:	Email:
Project Location:		Project Partners (if any):
Percentage of operation of school bus in NH (based on hours of operation or miles traveled):		Is applicant a Government Entity or is use of school bus under a contract with a Government Entity?
Please provide a brief narrative describing how and where the existing school bus is used, including travel location (e.g., operates entirely within _____ School District) or routes (e.g., daily trips/mileage within school district, special trips). Please indicate any sensitive receptors other than schools (i.e hospitals, nursing homes, other (please describe) that are impacted by the operation of the current school bus:		
Total Project Cost:		

Please provide specific information about your project (i.e. new school buses and school buses being replaced) in the applicable section below. (This information can also be submitted using an alternative document or format. Please include all of the required information.)

Existing School Bus Vehicle Information	
Number of School Buses	
Vehicle Weight Class	
Make/Model	
Model Year	
Average miles traveled per year	
Gallons of fuel used per year and fuel type	
Idling Hours per year	
Proposed Fuel Type	

New School Bus Vehicle Information	
Number of School Buses	
Vehicle Weight Class	
Make/Model	
Model Year	
Engine Emissions Certification Level (Tier Level)	
Horsepower	
Proposed Fuel Type of new Engine/Vehicle	

Please provide the date the school buses are scheduled to be replaced if School Bus Replacement Program funding were not available. Applicants that are selected for funding will be asked to provide verification of the original replacement schedule, such as a business plan or capital improvement plan.

Please provide details on the infrastructure that will be used to refuel (i.e propane/CNG) the new school buses purchased through this grant.

Please describe how the school district(s) being served by the proposed alternative fuel buses has complied with RSA 200:48 relative to the development and implementation of a plan to reduce exposure of students to harmful air pollution.

Please indicate any additional benefits this project will have on the community or environment.

Will your project positively impact an economically disadvantaged community or population? If so, please explain how.